



**NC STATE BUREAU OF
INVESTIGATION
Human Resources Section**

Personal History Statement

(Non-Sworn)

NORTH CAROLINA STATE BUREAU OF INVESTIGATION

PERSONAL HISTORY STATEMENT

INSTRUCTIONS: Using a typewriter or legibly printing in ink, fill out this form **completely** and **accurately**. If you need extra space, add additional pages and identify the information by item number. If an item does not apply to you, indicate by entering N/A in the blank.

NOTE: All statements are subject to verification and any incorrect statements or omissions may bar you or remove you from consideration. Truthful statements to any item requested will not necessarily exclude you from consideration.

Position applied for: _____ Date: _____
Position Number: _____ Month Day Year

PERSONAL

1. Name _____ 2. _____
First Middle Last Social Security Number

All Previous Names: _____

Nicknames of Aliases: _____

3. Current Mailing Address _____
Street & Number City County State Zip

Permanent Mailing Address _____
Street & Number City County State Zip

Telephone Number: _____
Home Work Cell

ALL E-Mail Addresses: _____

4. Date of Birth: _____ 5. Place of Birth: _____
Month Day Year

6. Citizenship: ☐ U. S. Born ☐ U. S. Naturalized ☐ Other (Specify) _____

NOTE: Data solicited in this block will be utilized for Equal Employment Statistical information purposes only.

7. Ethnic Background
☐ American Indian ☐ Spanish American ☐ Asian American
☐ White ☐ African American ☐ Other: _____
8. Sex: ☐ Male ☐ Female

9. Have you previously submitted an application for employment with the SBI?
☐ YES ☐ NO Approximate Date (if applicable): _____

EDUCATIONAL

10. Indicate below all the schools you have attended. (Include incomplete courses)

Name Address (City and State)	No Full Yrs. Work Completed	When Attended	Graduated	Degree Awarded	Major Field
A. High Schools _____ _____					
B. University or Colleges _____ _____ _____ _____					
C. Extension or Correspondence Courses					

11. If you did not graduate from high school, have you passed the General Education Development (GED) Test?

☐ YES ☐ NO If yes, when and where did you complete the GED? _____

NOTE: Questions included in the next section are intended to assist in the conducting of a background investigation and are not intended for use by the employing agency as disqualifying factors for employment as a justice officer.

MARITAL

12. Marital Status (Check One) ☐ Single ☐ Married ☐ Divorced
 ☐ Engaged ☐ Separated ☐ Widowed

13. Name of Spouse _____

14. List all your children, including any adopted or stepchildren:

Name	Birth Date	Relationship	With Whom Resides	Phone Number
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				

FAMILY HISTORY

15. Are you related by blood or marriage to any person(s) now employed by this agency?

☐ YES

☐ NO

If yes, give name(s) and details:

16. Is any member(s) of your immediate family now in prison or on either probation or parole?

☐ YES

☐ NO

If yes, give name(s) and details:

RESIDENCES

17. List addresses for past 10 years starting with present address at top:

From MO. YR.	TO MO. YR.	Address of Residence (include County of Residence)	City/State Include Zip Code	Landlord

FINANCIAL

18. What income other than salary do you have at present?

19. Are you now supporting all children born to you, adopted by you and stepchildren? ☐ YES ☐ NO

If not, give details: _____

20. Are there persons, other than your spouse and listed children, who are presently dependent upon you for support? ☐ YES ☐ NO

If yes, give name and details: _____

21. Have you ever been sued with a civil judgment, being rendered against you?

☐ YES

☐ NO

If yes, give details:

22. What is the total amount of all your debts at present? \$ _____

23. What is the average monthly total of all your bills, payments, and current living expenses?
\$ _____

24. List credit references, including businesses to which you make monthly payments:

A. _____ Amount Owing _____
Name of Business

Street Address City and State

B. _____ Amount Owing _____
Name of Business

Street Address City and State

C. _____ Amount Owing _____
Name of Business

Street Address City and State

D. _____ Amount Owing _____
Name of Business

Street Address City and State

E. _____ Amount Owing _____
Name of Business

Street Address City and State

(Please list additional references on a separate sheet)

WORK HISTORY

25. Have you ever been denied employment by a criminal justice agency?

☐ YES

☐ NO

If yes, list agency name and give details:

26. Have you have ever been discharged or requested to resign from any position because of criminal or personal misconduct or rules violations.

☐ YES

☐ NO

If yes, give details:

27. Do you object to wearing a uniform?

☐ YES

☐ NO

28. Do you object to working nights?

☐ YES

☐ NO

29. Do you object to working rotating shifts?

☐ YES

☐ NO

30. Do you object to occasionally being away from home overnight and for other periods of time attending meetings, acquiring training and otherwise performing official duties?

☐ YES

☐ NO

31. List all jobs you have held in the last ten years. Put your present or most recent job first. If you need more space, you may attach additional sheets. Include military service in proper time sequence and temporary part-time jobs.

A. Title of present or last position _____ Starting Salary _____ Last Salary _____

Date employed: _____

Date separated: _____

Full-time Yrs. _____ Mos. _____

Part-time Yrs. _____ Mos. _____

If part-time, number of hours
worked per week: _____

Name and title of supervisor _____ No. employees supervised by you _____

Employer _____ Address _____

Employer's Telephone Number _____ City _____ State _____ Zip Code _____

Duties: _____

Reason for leaving: _____

B. Title of next to last position _____ Starting Salary _____ Last Salary _____

Date employed: _____

Date separated: _____

Full-time Yrs. _____ Mos. _____

Part-time Yrs. _____ Mos. _____

If part-time, number of hours
worked per week: _____

Name and title of supervisor _____ No. employees supervised by you _____

Employer _____ Address _____

Employer's Telephone Number _____ City _____ State _____ Zip Code _____

Duties: _____

Reason for leaving: _____

C. Title of next position _____ Starting Salary _____ Last Salary _____

Date employed: _____

Date separated: _____

Full-time Yrs. _____ Mos. _____

Part-time Yrs. _____ Mos. _____

If part-time, number of hours
worked per week: _____

Name and title of supervisor _____ No. employees supervised by you _____

Employer _____ Address _____

Employer's Telephone Number _____ City _____ State _____ Zip Code _____

Duties: _____

Reason for leaving: _____

D. Title of next position _____ Starting Salary _____ Last Salary _____

Date employed: _____

Date separated: _____

Full-time Yrs. _____ Mos. _____

Part-time Yrs. _____ Mos. _____

If part-time, number of hours
worked per week: _____

Name and title of supervisor _____ No. employees supervised by you _____

Employer _____ Address _____

Employer's Telephone Number _____ City _____ State _____ Zip Code _____

Duties: _____

Reason for leaving: _____

E. Title of next position _____ Starting Salary _____ Last Salary _____

Date employed: _____

Date separated: _____

Full-time Yrs. _____ Mos. _____

Part-time Yrs. _____ Mos. _____

If part-time, number of hours
worked per week: _____

Name and title of supervisor _____ No. employees supervised by you _____

Employer _____ Address _____

Employer's Telephone Number _____ City _____ State _____ Zip Code _____

Duties: _____

Reason for leaving: _____

F. Explain periods of unemployment of three months or more

MILITARY SERVICE

32. Were you ever in the U.S. Military Service or any other military organization? ☐ YES ☐ NO

QUESTIONS 33 THROUGH 41 ARE APPLICABLE ONLY TO VETERANS

33. What is your service number? _____

34. What was the highest rank that you held? _____

35. What was the date and location of your first entrance into active duty? Date: _____
Location: _____

36. What were your unit assignments in the service?

Branch	Unit (Company or Ship)	Location	From Mo/Yr	To Mo/Yr

37. What was the date and location of your last discharge from active duty?

Date: _____ Location: _____

38. Was your last discharge honorable? ☐ YES ☐ NO
If no, was it characterized as bad conduct ☐ or dishonorable ☐ ?

39. Were you ever court-martialed, tried on charges, or were you the subject of a summary court, deck court, or non-judicial punishment (Captain's Mast, company punishment, Article 15, etc.), **or any other disciplinary action** while a member of the armed forces? ☐ YES ☐ NO If yes, explain _____

40. List any disciplinary action taken against you in the National Guard or other reserve unit: _____

41. List all medals and decorations awarded you during your military service: _____

42. If you are presently a member of the National Guard or any military reserve, give the unit, location, and describe your obligation: _____

USE OF ALCOHOL OR DRUGS

Note: In questions 43, 44, 45 and 46, the words drink or used mean “one time or more, including experimentation.” If any answer is yes, give full and complete details. (Attach extra sheets if necessary.)

43. Do you drink alcoholic beverages? ☐ YES ☐ NO If yes, to what degree? _____

44. Have you ever used marijuana? ☐ YES ☐ NO If yes, what were the circumstances? _____

When was the last time? _____

45. Have you ever used any other illegal drugs, including but not limited to, opiates, pills, heroin, cocaine, crack, LSD, etc.? ☐ YES ☐ NO If yes, what were the circumstances? _____

When was the last time? _____

46. Have you ever used prescription drugs other than under the supervision of or as prescribed by a physician? ☐ YES ☐ NO If yes, what were the circumstances? _____

CRIMINAL OFFENSE RECORD AND DISCIPLINARY ACTIONS

NOTE: Include all offenses other than minor traffic offenses. The following are not minor traffic offenses and must be listed below. **DWI, DUI** (alcohol or drugs), duty to stop in the event of an accident, driving while license permanently revoked, and speeding at least 15 mph over limit to elude arrest.

Answer all of the following questions completely and accurately. Any falsifications or misstatements of fact may be sufficient to disqualify you. If any doubt exists in your mind as to whether or not you were arrested or charged with a criminal offense at some point in your life or whether an offense remains on your record, you should answer “Yes.” You should answer “No,” **only** if you have never been arrested or charged, or your record was expunged by a judge’s court order.

47. Have you ever been arrested by a law enforcement officer or otherwise charged with a criminal offense? (The term “charged” as used in this question includes being issued a citation or criminal summons.) ☐ YES ☐ NO If “Yes”, please give details:

A. Offense charged: _____ Law Enforcement Agency _____

Date: _____ Disposition of Case: _____

B. Offense charged: _____ Law Enforcement Agency _____

Date: _____ Disposition of Case: _____

C. Offense charged: _____ Law Enforcement Agency _____

Date: _____ Disposition of Case: _____

(ATTACH EXTRA SHEETS IF NECESSARY)

48. Have you ever had a Domestic Violence Protection Order issued against you? ☐ YES ☐ NO
(Include both ex-parte Domestic Violence Protection Orders and those entered subsequent to a hearing.)

Date of Issuance: _____

County of Issuance: _____

Name of Plaintiff: _____

Date of Expiration: _____

49. Have you ever been convicted of a misdemeanor under federal or state law which has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim (domestic violence offense)? ☐ YES ☐ NO

Offense charged: _____

Law Enforcement Agency _____

Date: _____

Disposition: _____

50. Have you ever been charged with or convicted of a felony? ☐ YES ☐ NO If yes, give details: _____

51. Have you ever been placed on probation? ☐ YES ☐ NO If yes, give details: _____

52. Have you ever been required to pay a fine in excess of \$50.00 (this does not include court costs)? ☐ YES ☐ NO If yes, give details: _____

53. Can you operate a motor vehicle? ☐ YES ☐ NO

54. Do you possess a valid driver's license from the State of North Carolina? ☐ YES ☐ NO

Driver's License Number _____ Year Issued _____

55. Do you possess a driver's license issued by any state other than the State of North Carolina? ☐ YES ☐ NO If yes, give the state and number: _____

56. Was your license ever suspended or revoked? ☐ YES ☐ NO If yes, state which and give reasons: _____

57. Was your license ever revoked? ☐ YES ☐ NO When? _____

58. Have your driving privileges ever been restricted? ☐ YES ☐ NO If yes, give details: _____

DISCLOSURE STATEMENT

Answer **ALL** questions completely and honestly. Any potentially concerning answers require full explanations. These explanations should be prepared on a separate blank piece of paper and attached to this document. Include all relevant information, including dates and locations.

Falsification of any answer will result in the disqualification of your application.

IMPORTANT NOTE: Truthful information may not necessarily disqualify an applicant for consideration for employment.

59. Please circle your response:

- | | | |
|-----|----|--|
| Yes | No | Have you ever purchased, possessed, sold or delivered any amount of any illegal drug any time in your life?
If yes, please identify the drug(s), and provide details. |
| Yes | No | Have you ever been convicted of any felony or other serious crime?
If yes, please explain in detail. |
| Yes | No | Have you used marijuana within 3 years of the date of your State Application for Employment (Form PD-107)? |
| Yes | No | Have you ever used any other illegal drugs in your life (including anabolic steroids after February 27, 1991)? |
| Yes | No | Have you ever been denied employment by a criminal justice agency? |
| Yes | No | Has a collection agency been involved in the collection of a debt for which you were responsible?
Have you ever filed for bankruptcy? If yes, please give details. Specify liens and/or judgments. |
| Yes | No | Have you ever been arrested, detained, questioned or charged with a crime? (Include all offenses other than minor traffic offenses. If yes, please explain by whom, when and why. The following are not minor traffic offenses and must be listed: DWI, DUI (alcohol or drugs), duty to stop in the event of an accident, driving while license permanently revoked, and speeding at least 15 mph over limit to elude arrest). |
| Yes | No | Do you object to a comprehensive background investigation, submission of fingerprints, a pre-employment polygraph and psychological examination (whichever are applicable to the position for which you have applied). |
| Yes | No | Have you mis-stated, or falsely stated any information, in writing or orally, during the course of this application process? If yes, please explain in detail. |

CAREER OBJECTIVES

60. Briefly explain your reasons for applying for this position: _____

61. List special skills, training, fields or work for which you are licensed, registered, or certified, and hobbies which may be useful in the performance of the duties of the position for which you have applied:

REFERENCES

62. Give the names of 5 responsible persons, **other than relatives, past or present employers**, who could provide information about your character, ability, experience, personality, and other qualities:

NAME	ADDRESS	TELEPHONE
1)		
2)		
3)		
4)		
5)		

I hereby certify that every statement made on this form is true and complete and I understand any misstatement or omissions of information will subject me to disqualification or dismissal. I also acknowledge that I have a continuing duty to update all information contained in this document, and I will report this to the NC State Bureau of Investigation.

(Signature in full)

Date: _____

Subscribed and sworn to before me, this ____ day of _____, 20__.

Notary Public (Official Seal)

My Commission Expires: _____